

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PS-427

For: State and County Offices

Hands-On Training for e-LDP Beta Test Site Personnel

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

1 Overview

A

Background

PSD now plans to:

- begin e-LDP Beta Testing in April 2002
- conduct an additional 1-day hands-on training session before the Beta starts.

B

Purpose

This notice provides:

- the schedule for a 1-day hands-on e-LDP Beta Test training session
- information about hotel accommodations and transportation
- travel authorization information for attendees from each State.

2 Hands-On e-LDP Beta Test Training Schedule and Attendees

A

**Date and
Location**

The hands-on e-LDP Beta Test training session will be **Thursday, April 11, 2002**, from 8:30 a.m. to 4:30 p.m., at the USDA complex in Kansas City, Missouri. Attendees shall plan to be present for the **entire** session.

B

Attendees

Applicable States are authorized to send a total of **2** attendees to this session.

Disposal Date

January 1, 2003

Distribution

State Offices; State Offices relay to County Offices

3 Hotel and Travel Information

A

Hotel

The daily room rate is \$85 for a single room, plus tax. Attendees shall:

- make their own reservations as soon as possible with the following:

Holtze Executive Village
11400 College Boulevard
Overland Park, KS 66210
1-913-344-8100

- identify themselves as attendees of the USDA e-LDP Training
 - guarantee their room for late arrival.
-

B

Travel

Authorization

The per diem rate for Kansas City, Missouri is \$127 a day, \$85 for lodging and \$42 for M&IE.

Each State and County Office employee attending **must have** an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice by itself does not constitute an approved travel authorization.

Travel for State Office participants shall be charged to Washington-controlled State Travel Funds.

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3 Hotel and Travel Information (Continued)

C

Airport to Hotel This table provides information about travel to and from the airport.

Service	Cost	Details
KCI Shuttle	\$17 one way, \$29 round trip	Purchase tickets by dialing “5000” on any white airport courtesy telephone or at the Shuttle ticket counter in the baggage claim areas.
Quicksilver Airport Service	\$23.50	Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

D

Location Access This table provides information about the training site.

Subject	Details
Location	USDA’s Beacon Building 6501 Beacon Drive Room G07 A&B Kansas City, MO 64133
ID’s	All trainees must wear government ID badges to enter the building.
Transportation	Transportation to and from the training session will be provided by bus that will leave the hotel at 7:45 a.m. and return to the hotel at 4:30 p.m.

E

Reasonable Accommodations Persons with disabilities who require accommodations to attend or participate in this training should contact KCAO at 816-926-6517 or TTY at 816-926-7440.

4 Action

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**State Office and
Attendee Action**

State Offices and attendees shall:

- register directly with the hotel as soon as possible
 - notify the hotel and airline directly if participants require special accommodations.
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**Training
Documentation**

Attendees or the State Training Officer shall document this training using the Combined Administrative Management System (CAMS). This training is CAMS course number 020062.

Direct any questions about processing this documentation to Tom Montgomery or Joe Hoffman at 202-418-9041.
